

## POSITION: OFFICE EXECUTIVE

### **ABOUT THE COMPANY:**

Mercury Architects is a Registered International Architectural Designing firm since 2019. We are a design firm specializing in Architectural and Interior design solutions for residential, commercial, and landscape projects. For more details visit [www.mercuryarchitects.co.in](http://www.mercuryarchitects.co.in) / mercuryarchitects (Instagram).

### **CULTURE:**

At Mercury Architects, our top priority is our team. We operate under a leadership-driven approach and do not adhere to boss culture. Our core value lies in fostering a robust and supportive team environment where every individual is respected, valued, and given a voice.

We strongly believe in the continuous development of skills and knowledge for the growth of both the company and ourselves. The management at our company strives to support each team member's personal aspirations, which ultimately contributes to our overall strength and well-being.

Together, we build a culture that empowers us to thrive as a united and healthy collective.

### **BENEFITS:**

Work in a friendly environment with learning opportunities across admin, HR, and accounts, exposure to new tools and systems, career growth potential, and participation in office events.

### **KEY NOTES**

**Location** : CBD Belapur, Navi Mumbai, Maharashtra.

**Working Hours** : Monday to Friday 8:30am to 6:00pm.

**Role Begins** : 1st of September 2025

**Remuneration** : 2.40L to 3L Per Annum Candidates with relevant experience and proven capabilities may negotiate a higher package based on their skill set and performance.

**Commitment** : Commitment for 2 years min required.

### **Qualifications:**

- Graduate in finance or a related field
- Good understanding of basic finance and accounts
- Basic knowledge of computers and MS Office (Excel, Word, Email)
- Good communication skills (spoken and written)
- 1 to 3 years of work experience in office/admin/accounts/HR roles (preferred)
- Freshers can apply if they are well-organized and eager to learn
- Must have strong multitasking and organizational skills

### **Role Overview:**

As a Front Desk Office Executive, you will play a key role in managing daily office operations. This is a multitasking role that involves handling responsibilities across administration, HR, and accounts. You will be the central point of coordination, ensuring the office runs smoothly, handling front desk duties, managing staff support, and assisting with financial and admin-related tasks. We are looking for someone responsible, organized, and ready to take charge.

### **Administrative Duties :**

- Manage front desk operations including calls, emails, courier, and guest handling
- Coordinate travel bookings (domestic/international), accommodation, and internal meetings
- Maintain office supply inventory (stationery, pantry, toiletries) and place monthly orders
- Oversee facility maintenance (AC servicing, pest control, internet renewals, etc.)
- Maintain digital and physical filing systems for admin, HR, and finance
- Keep track of key documents such as rent agreements, GST certificates, and other legal records

### **Accounts Support :**

- Prepare and manage invoices using Zoho Books (India) and Xero (New Zealand)
- Process payments for rent, salaries, vendors, utilities, and statutory dues
- Maintain petty cash records and expense documentation
- Coordinate with the Chartered Accountant for tax filing, compliance, and sharing monthly reports
- Manage vendor payments and maintain budget tracking systems

### **HR Coordination :**

- Schedule interviews, manage candidate communication, and handle onboarding documentation
- Prepare HR documents such as offer letters, appointment letters, and contracts
- Process monthly payroll and employee reimbursements
- Track employee leaves and maintain the leave management system
- Assist in employee performance reviews and maintain related records
- Organize internal events, birthdays, and annual office outings
- Manage employee exit formalities including experience and relieving letters

### **Support for New Online Education Platform**

Mercury Architects is planning to launch an online education platform. The Office Executive will support this initiative by:

- Coordinating software-related notifications and system updates
- Managing student enrollment processes and maintaining documentation
- Handling fee payments, refunds, and basic user support